NAVSUBSCOL INSTRUCTION 2110.3M

Subj: COMMUNICATIONS MESSAGE TRAFFIC

Ref: (a) NTP 3(H)
        (b) NAVSUBSCOLNOTE 5420 (current edition)
        (c) NAVSUBSCOLINST 1600.7
        (d) OPNAVINST 5510.1H
        (e) NAVSUBSCOLINST 5216.1L
        (f) NAVSUBSCOLINST 5110.1D

Encl: (1) Diskette Labeling

1. Purpose. To set forth responsibility and procedures for handling incoming and outgoing message traffic in accordance with references (a) through (f).

2. Cancellation. NAVSUBSCOLINST 2110.3L. This instruction has been revised extensively and should be read in its entirety.

3. Background. Navy policy directed toward reducing message traffic will be accomplished at NAVSUBSCOL by limiting authorization to release messages. Electronic computer to computer mail (cc: mail) via the Message Distribution System (MDS) will be the primary means of delivering incoming message traffic at NAVSUBSCOL. Using message profiles, the MDS program will route messages automatically to the appropriate cc: mail box or bulletin board; it is the responsibility of the end user to review messages in cc: mail boxes or bulletin boards.

4. Information/Responsibilities

    a. Personnel authorized to release messages:

        (1) The Commanding Officer reserves the right to release messages pertaining to policy.

        (2) During periods of MINIMIZE, only the Commanding Officer, Executive Officer, Training Support Officer and Submarine Surveillance Equipment Program Department Head are authorized to release messages.

        (3) Department heads and certain division officers are authorized to release messages pertaining to their areas of responsibility. Reference (b) refers.

        (4) Command Duty Officer (CDO) may release messages per reference (c); however, the CDO is responsible for consulting with cognizant staff officer prior to release.

b.   Administrative Services Officer will coordinate administrative procedures for all message traffic.

c.   All messages, except Top Secret, whether incoming or outgoing, are handled through Word Processing Center, (WPC) Building 499, Room 218 via Gateguard, with the exception of code N7 who has their own Gateguard.

d.   The Administrative Service Office (Code N121) will issue a date time group (DTG), during normal working hours (0730-1630), for all NAVSUBSCOL outgoing messages.

e.   The CDO will issue DTGs, after normal working hours (1630-0730), assigning DTGs at the time of drafting.

f.   Classified message disks will be marked in accordance with reference (d) and delivered to WPC by authorized personnel during normal working hours. After normal working hours, contact the CDO/OOD who will contact the duty yeoman.

g.   Incoming messages will be distributed using the Message Dissemination System (MDS) program and the NAVSUBSCOL Local Area Network (LAN) using cc: mail.

h.   Outgoing message preparation procedures:

(1) All outgoing messages will be drafted in accordance with reference (a), prepared using the United States Message Text Format (USMTF) program, and will be checked by the code originating the message. Use of word processing programs is not authorized for outgoing messages. All NAVSUBSCOL codes originating messages will use the Distributed Plain Language Address Verification System (DPVS) program in conjunction with USMTF to ensure correct addresses. (The most common cause of non-delivery of messages is incorrect PLADs).

(2) Code originating message will provide a 3.5 inch diskette labeled in accordance with reference (a). The diskette Volume Label will be a combination of no more than 10 alpha-numeric characters to indicate originating code. Diskette's classification will be indicated using appropriate SF-710, 708, 707 or 706 label for Unclassified, Confidential, Secret, or Top Secret. Diskette's Volume Label will be indicated on the SF-711 and will match the volume label on the diskette's releasing document printed using USMTF. Improperly labeled diskettes will be returned to the originating code regardless of message precedence. Enclosure (1) provides an example of a properly labeled message diskette.

(3) Originating code will receive a route back copy of the message. An example of a correct format line 2 for a NAVSUBSCOL outgoing messages:

RTTUZYUW RUEGERK0073 0571835-UUUU--RHMCSUU **RUEGERK.**

Note: This information is entered using the USMTF program with the exception of the **RUEGERK** at the end of format line 2. **RUEGERK** must be added by the person typing a message in USMTF while preparing the message for transmission. For further explanation of format line 2 see reference (a).

i. Procedures for releasing message traffic:

(1) During normal working hours: Deliver disk, one copy of the message on the disk and original signed releasing document to WPC. WPC will transmit the message.

(2) After normal working hours: Provide the Quarter-deck/CDO with a disk, the signed original releasing document and one copy of message on the disk.

(3) A copy of all unclassified messages will be put on the Commanding Officer's cc: mail.

5. <u>Action</u>

a. Duty Radioman/Yeoman will:

(1) Transmit all message traffic received after normal working hours;

(2) Download message traffic once during every weekend.

b. Word Processing Center will:

(1) Download all message traffic during regular working hours.

(2) Distribute messages using MDS program via cc: mail. Message profiles will be used to maximum extent to route messages automatically to appropriate codes.

(3) Prepare incoming classified message diskettes for NAVSUBSCOL Codes N2, N4 and the Commanding Officer.

(4) Receive and send all message traffic during normal working hours.

(5) Electronically receive unclassified messages and maintain them for 90 days.

(6) Maintain separate files for general messages, ALNAVS, NAVOPS, etc..

c. Department Heads will contact the Administrative Services Division Officer, code N121, to report any problems with distribution of incoming messages, and follow this instruction and appropriate programs provided to originate message traffic.

d. Naval Submarine School Security Department (Code 01E), will submit a current listing of personnel authorized to pick up message traffic to SUBASE Consolidated Telecommunications Center (BCT). If required, an updated listing will be submitted to BCT the last working day of each month.

e. Senior Watch Officer will provide input to Code 01E for update no later than second week of each month.

f. Top Secret Control Officer (TSCO) will:

(1) Provide input to code 01E whenever a change of personnel authorized to deliver or pick up Top Secret messages occurs.

(2) File Top Secret messages by date time group in the vault at SSEP, code N7, Building 448.

(3) Be responsible for all incoming Top Secret messages. Procedures for picking up Top Secret messages on diskette are as follows:

(a) Upon receipt of a Top Secret message BCT watchstanders will call NAVSUBSCOL. Quarterdeck personnel will notify NAVSUBSCOL TSCO.

(b) NAVSUBSCOL TSCO will provide a properly labeled and formatted 3.5 inch diskette for pick-up of Top Secret messages.

(c) TSCO or properly cleared courier will take diskette to the BCT. BCT watch standers will virus scan diskette and download message(s) onto diskette using MDU computer in BCT.

(d) Once verified, TSCO/courier will sign a Top Secret record of receipt, disclosure and control form sheet to complete process.

(e) TSCO/courier will return diskette to NAVSUBSCOL for entry into command's Top Secret Control System.

g. CDO will:

(1) Notify Duty Yeoman of messages that require transmission after normal working hours.

h. Administrative Services Office will:

(1) Coordinate administrative procedures for all incoming messages, and approve all profiles used for automated distribution.

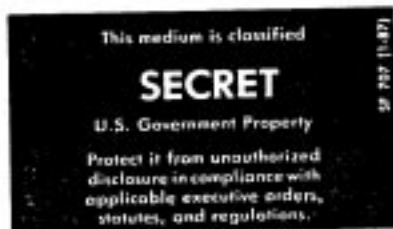(2) Ensure distribution of all message traffic with applicable codes for action or information.

(3) Ensure message bulletin boards are updated with all incoming/outgoing messages and routed properly via Administrative Services Division Officer.

(4) Prepare action messages per reference (e).

(5) Distribute action and information messages to applicable codes per reference (f).

K. B. LEAHY

Distribution:
Case A

This medium is

UNCLASSIFIED

U.S. Government Property
SF 710 (1-87)

This medium is classified

CONFIDENTIAL

U.S. Government Property

Protect it from unauthorized
disclosure in compliance with
applicable executive orders,
statutes, and regulations.

SF 708 (1-87)

This medium is classified

SECRET

U.S. Government Property

Protect it from unauthorized
disclosure in compliance with
applicable executive orders,
statutes, and regulations.

SF 707 (1-87)

TOP SECRET

Classification: _____
Dissem: _____ Control: _____
Compartments/Codewords: _____
Agency/Office: _____ Phone: _____
Content: _____
_____
Comments: _____
DATA DESCRIPTOR   SF 711 (1-87)